

Quick Reference Guide (QRG)



Title I Waiver Carryover Request Process

LEA/External Users



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SEC. 1127. Carryover and Waiver

- a) **LIMITATION ON CARRYOVER**- Notwithstanding section 421(b) of the General Education Provisions Act or any other provision of law, not more than 15 percent of the funds allocated to a local educational agency for any fiscal year under this subpart (but not including funds received through any reallocation under this subpart) may remain available for obligation by such agency for one additional fiscal year.
- b) **WAIVER**- A State educational agency may, once every 3 years, waive the percentage limitation in subsection (a) if —
 - 1) the agency determines that the request of a local educational agency is reasonable and necessary; or
 - 2) supplemental appropriations for this subpart become available.
- c) **EXCLUSION**- The percentage limitation under subsection (a) shall not apply to any local educational agency that receives less than \$50,000 under this subpart for any fiscal year.

Exceptions

ESEA Title I funds can have Carryover, but it is not to exceed 15% of their Original Allocation. However, there are two exceptions to this rule that would allow an LEAs carryover to exceed the 15% limitation.


1. **Waiver Request**
 - A LEA may elect to request a waiver to exceed 15% of their Original Allocation. The Waiver Form is located in Title I CR Related Documents
 - A LEA may only be approved a waiver once every 3 years.
 - A LEA must submit the request in the CR Related Documents of the Completion Report
2. **LEA receives less than \$50,000**
 - If a LEAs original allocation is less than \$50,000, the LEA has no carryover limitation and no waiver is necessary.

Requesting a Title I Waiver

1. Select the [ESEA Funding Application](#) for the appropriate fiscal year
2. Change the status to [CR Draft Started](#)
3. Determine if waiver is needed via the Completion Report Adjustments page.
 - a. Review the [Amount to Carry Over](#); if 15% or less of *original* allocation, a waiver is not needed.
 - i. Allocation noted in the Completion Report Adjustment is not always the *original* allocation.

Application Status:	SEA ESEA Consolidated Director Approved
Change Status To:	Revision Started or CR Draft Started

2

	Completion Report
	Completion Report Adjustments

3

This is not always the original allocation

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	a	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible	Interest Earned
Title I LEA	\$24,887,220.12	\$14,007,503.19	\$14,007,503.19	\$10,879,716.93	\$10,879,716.93	\$0.00		0.00	<input type="checkbox"/>	0.00

(1)	Title I LEA CFDA: 84.010A
Original	\$21,642,167.00
Incoming Carryover	\$3,245,053.12
Outgoing Carryover	\$0.00
Reallocated	\$0.00
Additional	\$0.00
Incoming Interest Carryover	\$0.00
Released	\$0.00
Consortium	\$0.00
Forfeited	\$0.00
CR Released	\$0.00
Total	\$24,887,220.12

To determine the original allocation, review the [Allocation](#) page by selecting Go To Allocations from the Completion Report Adjustment page.

Title I LEA
Completion Report
CR Program Details
CR Related Documents

- If a waiver request is needed, select [CR Related Documents](#) under Title I for the LEA.
- Under the Document Template column, select the [Title I Carryover Waiver Request Form](#)

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State of Arizona
Department of Education
Grants Management
Title I Carryover Waiver Request Form



CTDS:

LEA Name:

Address:

City: State: Zip:

Contact: Title:

Per Section 1127(b) of the ESEA (a state educational agency may, once every 3 years, waive the percentage limitation in subsection (a) if—

- The agency determines that the request of a local educational agency is reasonable and necessary; or
- Supplemental appropriations for this subpart become available)

☐ I acknowledge that we are requesting a waiver of the 15% carryover limit for our Title I – A grant from FY

I understand that upon approval of my waiver request I will not be eligible for another Title I Carryover waiver for the next 3 years.

What are the reasons the LEA was unable to expend at least 85% of its grant, resulting in excess carryover?

What steps have been instituted to ensure that in future years carryover will not exceed the 15% limit?

ADE reserves the right to verify and/or request additional information to approve the requested Carryover.


Signature of LEA Business Manager and Title

Date

Submit completed request in the ESEA Consolidated Funding Application, Title I Grant CR Related Documents, upon submitting the ESEA Consolidated Completion Report

Grants Management
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-3901 • grants@azed.gov

6. Save the form to your desktop before completion; to save:
 - a. If you are using Internet Explorer, select the Floppy Disk icon to save the form
 - b. If you are using Google Chrome, select the Down Arrow (Download) icon to save the form
7. Click on the [Upload New](#) link to upload the completed form
 - a. Select Choose File and attach the completed form
 - b. Enter a Document Name (i.e. Title I Waiver Request)
 - c. Select Create

Optional Documents		
Type	Document Template	Document/Link
ESEA Consolidated - Misc Documents	N/A	Upload New
Title I - Template for Waiver Request [Upload up to 1 document(s)]	 Title I Carryover Waiver Request Form	Upload New

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File: **8**

URL:

Document Name:

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Note: if a previous version of the waiver form is used, the Completion Report will be returned.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov